



Dear New Neighbor,

Congratulations on your new home, and welcome to the Lansdowne on the Potomac Homeowners Association! On behalf of the Board of Directors and the more than 2,100 families living in our beautiful community, we're excited to have you here.

Your Board of Directors is available to address any questions or concerns you may have. Lansdowne on the Potomac is a wonderful place to call home, with friendly, inclusive neighbors, an abundance of association-sponsored activities, top-tier amenities, scenic walking trails, and excellent elementary, middle, and high schools.

Conveniently located nearby is the Lansdowne Town Center, offering a variety of restaurants, shopping, and modern conveniences. Our proximity to business centers, the Metro, and Washington, D.C. makes Lansdowne an unparalleled location for achieving a perfect work-life balance.

We've created this welcome guide to help you explore the unique features and benefits of being a Lansdowne on the Potomac homeowner. Please visit our website at www.lansdownehoa.com and use the guide to better familiarize yourself with the community.

We look forward to seeing you at the Potomac Club, around the neighborhood, at a community event, or at an upcoming club, committee, or board meeting.

Kind regards,

**Jeff McCowen, Board of Directors President
Lansdowne on the Potomac Homeowner's Association**

Getting Started: Register for our Website:

Welcome to Lansdowne on the Potomac! Our website is the source of truth for all Lansdowne on the Potomac (LOTP) information, key documents, events, clubs, amenities, and information.

To begin please go to www.lansdownehoa.com and register for access to the website.

- On the lansdownehoa.com homepage, go to the link on the right side of the screen that says "Register."
- Once on the registration page, you will have two options: Renter or Homeowner. Please select the appropriate option.
- Next, the website will ask for your information. Enter your first and last name, best email address and phone # for the HOA to contact you, a password you'll remember, and your new LOTP address. You will also be asked if you would like to receive community emails as well as be included in the resident directory.
- If the association has your ALTA papers and can confirm your residency you will be admitted to the members only section of the website within one week. If the Association has not yet received your conveyance information, they may contact you directly to confirm.
- To request to be entered into the LOTP Weekly emails, please email your first and last name, email, and address to lanonpot@ciaramail.com.

Questions? Call the Potomac Club at (571) 333-1212 or email at lanonpot@ciaramail.com

Get Your LOTP Membership Cards:

Your LOTP Membership Card is your key to use the amenities at the Potomac Club. After checking in, you will have access to our amenities and guest passes. Card privileges are based on age, and include:

- Red cards for ages 7-11
- Yellow cards for ages 12-15
- Blue cards for ages 16+

To get your membership cards:

- Sign in to your www.lansdownehoa.com account and go to the Resident Hub and click on Pool and Fitness Center
- Click Pool and Fitness Center Application
- Fill out the requested information and upload a headshot of each registrant. Headshots should be an unobstructed view of the resident. We request that the photo does not include sunglasses.
- Membership cards will be ready within five days of submission.
- Mobile Flash Passes (Digital membership cards that can be added to a digital wallet) are sent out after new registrations and are also available to be sent in general, upon request. In addition to your physical membership card, you can use a photo of your card for entry to the facilities.

Start Using Your New Community Amenities!

Our clubhouse amenities are open Mon -Fri, 6:00 AM – 9:00P PM, and Sat– Sun, 9:00 AM – 8:00 PM; our outdoor pools are open (Summer only) 10 a.m. - 8 p.m. Memorial Day through Labor Day weekends. The Potomac Club is closed for some holidays and hours may be modified for emergencies or for weather conditions. Please check our website, Facebook & Instagram page, and the LOTP Weekly emails for updates.

Our amenities include:

- The (indoor + outdoor) Potomac Club pools and (outdoor) Coton Club pool
- Sand volleyball court (Potomac Club)
- Fully equipped fitness center
- Reservable event spaces in the Potomac Club: Gardner Ballroom (fees apply), Lower Lounge (first come first serve, optional fees apply), Gathering Room (fees apply), Conference Room (first come first serve, available upon reservation, no fees), and the Coton Club (fees apply, also only available to rent during summer hours)
- Game room (featuring Pool, Ping Pong, Foosball, Air Hockey, Skee ball, Pac Man and Star Wars Pinball)
- Potomac Club business center with computer; ability to print
- Three recently renovated tennis courts (two painted with pickleball lines)
- Five tot lots (three completely upgraded and renovated in April 2022)
- Amphitheater (behind Potomac Club) with events and concerts
- HOA sponsored events, activities, and clubs for LOTP HOA residents

Lansdowne's location along the Potomac River offers water lovers and outdoor enthusiasts a place to fish, hike, canoe, and kayak. Access is available at the Elizabeth Mills Riverfront Park and the Kephart Bridge Landing, which is located just off Riverpoint Drive in Lansdowne. Residents can also access the Potomac Heritage Scenic Trail. Your TV, Intranet TV, and internet service are included as part of your monthly HOA contribution. Comcast/Xfinity provides services to our neighborhood and includes the Digital Starter TV with 140+ channels, High Definition and X1, as well as internet service with speeds of up to 800Mbps/800Mbps. One TV box is included with additional boxes and services available for an additional fee. The internet service includes a state-of-the-art router capable of delivering wired or wireless internet service throughout your home. For any equipment concerns or returns, please visit the Xfinity store in Reston at **2254 B Hunters Woods Plaza Reston, VA 20191**. Xfinity provides a dedicated toll-free number for LOTP: 1 (855) 638-2855

About our Board of Directors: Our Board of Directors includes five elected members from within the LOTP community. Our HOA board meetings are on the second Wednesday of each month at 6pm in the Potomac Club ballroom or via Zoom. Residents may contact the board by email at BOD@lansdownehoa.com.

Our current board members are:

- Jeff McCowen, President
- Peter Podbielski, Vice President
- Gordon Postle, Treasurer
- John Cremins, Secretary
- Jeff Goldman, Director

Join a committee

Many of our LOTP members volunteer their time as board and committee members and they welcome your participation! Our committees include:

- Activities
- Budget and Finance
- Marketing and Communications
- Covenants
- Facilities and Grounds
- Master Plan
- Parking and Private Roads
- Safety and Security
- Technology

Each committee has a board member representative, and committees make recommendations to the board for the good of LOTP and our neighbors. HOA members are welcome at all committee and board meetings any time. To join a committee, contact the LOTP staff by calling the Potomac Club at (571) 333 - 1212 or email at lanonpot@ciramail.com. Enhancing our Community through the LOTP Master Plan LOTP is implementing a master plan to ensure our community remains a premiere residential community in Loudoun County. Through the master plan process, we are enhancing the resident experience for those who live in Lansdowne, creating an attractive and relevant community for future residents, and protecting property values. The master plan is a community effort guided by a resident-run committee of our Board of Directors who seek resident participation and feedback through numerous informational presentations, town hall meetings, a community-wide survey, and focus groups. Lansdowne is currently implementing key master plan improvements, including improvements to our main waterfall and ponds, upgrading our playgrounds, modernizing the interior of the resident-only Potomac Club, adding a 3,649 square foot fitness center, and providing additional safety and security updates.

Other Useful Links Once you are on the website, use these links for more information:

- Trash and recycling info: [Trash and Recycling | Lansdowne on the Potomac HOA](#)
- Calendar: [Events | Lansdowne on the Potomac HOA](#)
- Board agendas, minutes, and memos: [Board of Directors Meetings | Lansdowne on the Potomac HOA](#)
- Lansdowne map: [Map of Lansdowne](#)
- Assessment payments: [HOA Payments | Lansdowne on the Potomac HOA](#)
- Helpful numbers: [Helpful Numbers | Lansdowne on the Potomac HOA](#)